

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: STORES CLERK II

POSITION LOCATION: Agency Administration

POSITION REPORTS TO: Purchasing Agent

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS: High School diploma or GED equivalent. One year experience in a warehouse which included the receipt, handling, and distribution of supplies, materials, and equipment. Valid Arizona Driver's license required.

PREFERRED QUALIFICATIONS: Ability to communicate using sign language.

MAJOR DUTIES AND RESPONSIBILITIES: Participates in the receipt, storage, inventory and delivery of a variety of office supplies, materials, parts, and equipment in a medium-sized warehouse. Operates vehicles and warehouse equipment. Reconciles receiving reports with bills of lading, purchase orders and requisitions. Posts of and maintains inventory control records. Assists in maintaining capital equipment inventory records. Performs data entry functions to capital equipment inventory listing. Makes pick ups and deliveries on and off campus. Assists in inventory of warehouse stock. Fills requisition orders. Other responsibilities include pick up, delivery, receiving, marking, sorting, counting and inventory of ASDB laundry, i.e., sheets, towels, washcloths, etc.

KNOWLEDGE, SKILL AND ABILITY: Must pass a beginning sign language course at completion of probation.